



Urbanna Town Council
REGULAR MEETING
Thursday, May 14, 2026 - 6:00pm
Middlesex Volunteer Fire Department
330 Virginia Street, Meeting Room, Urbanna, Virginia

AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Approval of Minutes
 - a. April 23, 2026 Work Session Draft Minutes
7. **Public Hearings**
 - a. **2026-SUP-01 (Ordinance 02-2026): William C. Hight, III**
 - b. **2026-SUP-02 (Ordinance 03-2026): Shawn Pickett**
 - c. **Ordinance 01-2026: Recodification of Town Code**
8. Reports
 - a. Staff Reports
 1. Town Administrator
 2. Treasurer
 3. Town Clerk
 - b. Committee Reports
 1. Finance
 2. Water
 3. Special Events
 4. Personnel
9. Public Comment 1 & Council Response to Public Comment 1
10. Old Business - None
11. New Business
 - a. Main Street DHCD Planning Grant
12. Public Comment 2 & Council Response to Public Comment 2
13. Council Announcements & Requests
14. Closed Meeting
 - Convene Closed Meeting
 - Reconvene Open Meeting & Certify
 - Action on Closed Meeting (if any)
15. Adjourn or Recess



Agenda Item Summaries – Opening the Meeting FOR ALL REGULAR MEETINGS & WORK SESSIONS

Agenda Item: 1 – CALL TO ORDER

Mayor calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

Mayor: Councilmember _____ has requested to participate electronically in tonight's meeting due to [*state reason]. May I have a motion to approve?

Sample Motion: I move to approve Councilmember _____'s electronic participation in tonight's meeting due to [*state reason]. ***Motion, Second, Discussion, Voice Vote (all in favor, any opposed)***

*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. Temporary disability or medical condition that prevents their physical attendance.
2. Must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. Their principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. Personal matter and identifies with specificity the nature of the personal matter (work, vacation, etc.). (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated.

Agenda Item: 3 – ROLL CALL (ATTENDANCE)

Mayor determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

Agenda Item: 4 – PLEDGE OF ALLEGIANCE

Those able, stand for the Pledge of Allegiance led by the Mayor.

Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA

Mayor calls for changes to or adoption of the agenda.

Sample Adoption Motion: I move to adopt the agenda as presented.

Sample Change Motion(s): I move to [add, remove, move] the discussion of _____ as/to Item _____ on this agenda.

Motion, Second, Discussion, Voice Vote (all in favor, any opposed)



**TOWN
COUNCIL**

Agenda Item Summary

MAY 14, 2026

Agenda Item: 6 – APPROVAL OF MINUTES

6.a. April 23, 2026 Work Session Draft Minutes

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the April 23, 2026 minutes as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote (all in favor, any opposed)

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
WORK SESSION OF APRIL 23, 2026**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 23rd day of April, 2026 beginning at 6:00 p.m. in the Meeting Room of the Middlesex Volunteer Fire Department located at 330 Virginia Street in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER

Mayor Goldsmith called the meeting to order at 6:00pm.

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Not necessary.

AGENDA ITEM 3. ROLL CALL OF MEMBERS

Marjorie Austin Absent
Larry Chowning Present
Alana Courtney..... Present
Mayor Bill Goldsmith Present
Merri Hanson Present
Beth Justice Present
Robbie Wilson Present

Others Present:

Ted Costin, Town Administrator
Michele Hutton, Town Treasurer
Christine Branch, Town Clerk
Members of the press and public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA

Councilmember Hanson made a motion to approve the agenda as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

AGENDA ITEM 6. PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

There were no speakers.

AGENDA ITEM 7. WORK SESSION MATTERS

7a. Library Snapshot – Carrie Dos Santos, Executive Director, Middlesex Public Library

Ms. Dos Santos presented an overview of the services offered by the Middlesex Public Library. In addition to books, the library offers online services, workshops, story times, free wifi, public access computers, printing and lamination services, and the Mobile Library. Online services include streaming video through Kanopy; ebooks and audiobooks through Libby and OverDrive; digital magazines through Magzter; genealogy and other research tools; classes on multiple

subjects and homework help; and access to job help including help with resume writing and skill development. All resources are listed on their webpage – yourmiddlesexlibrary.org.

Ms. Dos Santos said the library is a 501(c)3 nonprofit organization and receives funding from the state, grants, and individual donors. For the future, they are looking at options to expand the Urbanna branch to include meeting space and placing an emphasis on programming and space for teens.

Councilmember Chowning said they are doing a wonderful job.

7b. Repair/Replace Marina Bridge

Mr. Costin said the grant received through the Middle Peninsula Planning District Commission (MPPDC) specifically says that no project activities for which reimbursement will be sought should begin until an agreement between the MPPDC and the Build America Bureau is executed. The Town is a secondary recipient. Proceeding with a geotechnical assessment now for use in a temporary or permanent solution later would not be reimbursable under this grant if done before a start date is established for the project. Representative Wittman's office said this is the case with federal funding as well. General consensus of the Council is to wait on the grant.

Mr. Costin said some have asked about golf carts crossing the marina bridge. The bridge is open to pedestrian traffic only; no golf carts or vehicles of any kind. Councilmember Hanson asked if we could provide marina carts. Mr. Costin said that is already being done. Councilmember Hanson said we should provide the public with information on where the closest public boat ramps are.

7c. Personnel Policy Review

The Town Attorney was not present to conduct the review. Ms. Erard asked to move discussion to the May 14th meeting. Councilmember Hanson said it should be pushed to the work session on May 28th.

AGENDA ITEM 8. ACTION ITEMS

8a. Approval of April 9, 2026 Regular Meeting Draft Minutes

Councilmember Hanson made a motion to approve the April 9, 2026 minutes as presented. Councilmember Courtney seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

AGENDA ITEM 9. PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2

There were no speakers.

AGENDA ITEM 10. COUNCIL ANNOUNCEMENTS & REQUESTS

Mayor Goldsmith said the volunteer appreciation event was tomorrow at noon at Taber Park.

Councilmember Justice said she is still working on activities for the 4th of July celebration.

AGENDA ITEM 11. CLOSED MEETING (if necessary)

A closed meeting was not held.

AGENDA ITEM 12. ADJOURN OR RECESS

Councilmember Courtney made a motion to adjourn. All were in favor with none opposed.

The meeting was adjourned at approximately 6:35pm.

**Respectfully submitted,
Christine H. Branch, Town Clerk**

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

DRAFT



**TOWN
COUNCIL**

Agenda Item Summary

MAY 14, 2026

AGENDA ITEM: 7 – PUBLIC HEARINGS

7.a. 2026-SUP-01: William C. Hight, III (Ordinance 02-2026)

- a. Staff presentation
- b. Applicant presentation
- c. Mayor Opens Public Hearing Comment Period (no vote required)
(This time is for members of the public to express their views, concerns, etc. regarding 2026-SUP-01. Councilmembers shall limit their comments during public hearings to ensure participation by the public can occur without interference.)
- d. Mayor Closes Public Hearing Comment Period (no vote required)
- e. Applicant/Staff Response
- f. Council Discussion
- g. Action on 2026-SUP-01 (Ordinance 02-2026)

Action Requested: Yes. The Planning Commission held a public hearing on May 6, 2026 and voted 3-0 with 2 absent to recommend approval of 2026-SUP-01.

Sample Adoption Motion: Move to approve Special Use Permit 2026-01 (Ordinance 02-2026) subject to the conditions proposed.

Motion, Second, Discussion, Roll Call Vote (aye, nay, abstain)

Staff Report

2026-SUP Application-01: William C. Hight, III

Request:	To allow for conversion of some commercial space (approximately 1000 sq. ft.) to an apartment.
Location:	271 Price George Street
Map:	20A-1-47
Property Owner:	William C. (Chris) Hight III
Applicant:	As above
Lessor:	N/A
Acreage:	1/10 +/-
Zoning District:	B-1
Overlay District(s):	Historic District
Use:	One-story office building with past uses including auto parts sales and training facility.
Adjacent Composition:	Commercially zoned and used as well as residentially used.
Environmental:	This is a developed site and no exterior additions are proposed that would alter the land as it exists requiring any concerns to be addressed.
Consultations:	The Virginia Department of Transportation, Hampton Roads Sanitation District and local water staff were contacted for comments on this case and no comments of concern were received.
Zoning Compliance:	There are no setbacks or minimum lot sizes in the B-1 district. There is a 35-foot height restriction which a one-story building does not come close to exceeding.
Comprehensive Plan:	General, Retail and Services

Supporting language for this request aligning to this designation follows:

Economic Goals and Objectives

Goal: Expand the economic activities commensurate with the existing character and lifestyle of the local community.

Objectives: 2. Encourage a diversified, vibrant environment through mixed-use development, which combines residential, commercial and recreational functions. This follows a concept of a higher density, mixed use waterfront development.

The applicant notes **the building, "...can be divided into several different areas depending on the need"**. This **assessment is very much in line with "diversified...mixed use development" expressed in the Comprehensive Plan.** While the Comprehensive Plan does not offer a Housing focused goal or subsequent objectives it does, under general Land Use, state the following:

Land Use Goals and Objectives:

Goal: Encourage harmonious and wise use of the land in all future development decisions.

Objectives: 5. Retain and promote low-density residential development within the town.

Analysis: The ordinance does not list specific concerns to consider when reviewing a Special Use Permit (light, noise, odor, etc.). However, the ordinance recognizes the authority to impose conditions to mitigate adverse situations related to the general health, safety, and welfare of those on and about the property. The general health, safety, and welfare extend to the nature and condition of all adjacent uses and structures and the effect upon them by the use proposed.

As this is an existing mixed-use area, the proposed use can be considered generally compatible. Still Condition 4 is suggested to secure a diversified, mixed-use environment combining residential and commercial uses in accord with the Comprehensive Plan objective noted above. Most conditions are standard such as 1, 2, 3, and 7. The remaining conditions, 5 and 6 are suggested to avoid burdening on-street parking demand (Condition 5 - parking) and recognize the change in use for the remaining commercial portion of the building (Condition 6 – revocation of prior SUP).

Suggested Conditions:

1. This Ordinance which grants a Special Use Permit to allow for conversion of approximately 1000 sq. ft. into an apartment at 271 Prince George Street, shall be recorded in the **Middlesex County Clerk's Office by the** property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
2. All federal, state, and local laws, regulations and rules shall be observed at all times.
3. The property shall be maintained in a clean and orderly manner at all times.
4. Remaining first floor activities shall be limited to those commercial uses permitted by right or by special use permit under the then existing Town of Urbanna Zoning Ordinance.
5. Off street parking shall be provided and marked for two (2) spaces per dwelling unit one (1) of which shall accommodate handicapped parking.
6. Special Use Permit 2024-SUP-04 for a recreational facility is hereby revoked.
7. Failure to abide by any condition subjects this Special Use Permit to revocation by the Urbanna Town Council in accord with legal requirements existing at the time.

Suggested Motion:

Planning Commission: Move to recommend approval of Special Use Permit 2026-01 subject to the conditions proposed.

Town Council: Move to approve Special Use Permit 2026 -01 subject to the conditions proposed.

Other motion options are available.

Town of Urbanna, Virginia

Application for Special Use Permit – Standard Form

The undersigned property owner or agent for the property owner, of the following property hereby applies for a Special Use Permit in accordance with Chapter 17, Urbanna Town Code, Article 9, Zoning Ordinance of Urbanna, Virginia.

Applicant / Property Owner Information

Applicant Name William C. Hight III "Chris"

Applicant Address P.O. Box 127 Urbanna Virginia 23175
City/Town State Zip Code

Applicant phone number 804-400-2609 Applicant fax number _____

You are the property owner; () agent for the property owner.

Note: If you are the agent for the property owner written consent of the owner must be attached to this application.

Property Owner Name _____

Property Owner Mailing Address _____ City/Town _____ State _____ Zip Code _____

Property owner telephone number _____ Property owner fax number _____

Location of Property

Street Address 271 Prince George Street Tax parcel ID number 20A-1-47

General Description of Property

A mixed use property that can be divided into several different areas depending on the need. The building sits between commercial and residential use. Front & left side are commercial Rear and Right side are residential

Current Zoning District B-1 Tax Map 20A DC 1 Lot(s) 47

Overlay District(s): Flood Zone () Zone X () Zone AE Chesapeake Bay () RMA () RPA Historic District () Yes () No

Existing Use(s) of Property

Currently the building is being used by the Warring Tractor. I am working on a new tenant for the front section of the building. The Warring Tractor is in the back left and I am using the apartment for storage

Is this application a request to amend an existing special use permit? Yes No () If so, explain the amendment(s).

Describe the proposed change in use or change in structure(s) for the property.

I would like to reestablish the apartment in the back right of The building as residential space. The tenant who is taking over the front and eventually the back left has a need for residential living spaces

Maximum Building Height(s) with Proposed Change None

Number of Dwelling Units/Density Calculations Currently 1 Apartment - NO additional apartments necessary

Proffers, Restrictive Covenants, Deed Restrictions and Other Special Considerations

The front of the

Does this property have any conditions attached to it from a previous application for a special use permit? If so, please list them here.

The front of the building currently has a special use permit

Demonstrate how the proposed special use will not negatively impact the surrounding properties or detract from the neighborhood character in terms of public health, safety, and welfare. How will such impacts be mitigated or avoided?

No impacts, No site plans

Attach a site plan / plot plan / survey plat showing location(s) of existing and proposed structures to be erected and applicable setback lines and distances including all zoning district requirements.

Notes

- (1) Special use permits are issued subject to approval of a site plan. Permits may be issued for a either a limited or indefinite period of time and shall be revocable by the Town Council for failure to adhere to the applicable conditions. Unless otherwise specified, work must begin within one year and be completed within 2 and one-half years.
- (2) The Town Council may include, as part of the ordinance granting any special use permit, suitable regulations and safeguards as it may deem appropriate. Once a special use permit is approved subject to such conditions, they shall be deemed to be a part of the zoning ordinance and may be enforced by the zoning administrator. Conditions attached to a special use permit may only be amended or deleted by subsequent application for the purpose.
- (3) This permit shall expire and may be revoked if the work performed does not conform to the approved site plan and application (drawings/site plan/elevations), the conditions attached thereto, or other applicable regulations. The permit shall be revoked if the use made of the property does not conform to the use applied for and approved hereby.

- (4) This application for a special use permit must be accompanied by three (3) copies of any required site plans or plot plans. Plans are to be drawn to scale, showing actual dimensions of all existing and proposed structures/alterations.

Attach the Names and Addresses of All Adjacent Property Owners to this Application: *Please include lot numbers*

Applicant(s) Remarks:

Use a separate sheet if necessary.

I showed the Town Administrator the property, in particular the old apartment and no external construction is needed. The apartment already has the necessary item for a dwelling.

Application Fee: A \$300.00 application fee for Level 1 applicants or \$1500 fee for Level 2 applicants must be paid to the Town of Urbanna. In addition, the applicant is responsible for the cost of advertising and for expenses of notifying the adjacent property owners. The application fee must be paid before any action is taken. The fee is non-refundable.

In making this application, the Applicant requests that the Town of Urbanna approve the location, modifications, or construction of the above proposed special use on the property described above.

[Signature] 4/2/2026
 Property Owner Signature Date

 Applicant Signature (If Not Property Owner) Date

If this application is not signed by the property owner, Agent hereby swears and affirms that he has legally sufficient power of attorney to obligate the owner for all matters relating to this application.

 Agent Signature Date

For Office Use by the Urbanna Zoning Administrator and the Planning Commission

Town Official Receiving Application _____	Date _____
Permit Level _____ Fee paid \$ _____	Special Use Permit Application Number _____
Date Paid/Received by _____	
Actions Taken:	
Application returned for correction/additional information _____	Date _____
Public Hearing advertised _____	Date _____
Adjacent property owner notifications mailed _____	Date _____
Action by Planning Commission _____	Date _____
Action by Town Council _____	Date _____
Additional Action - Describe _____	Date _____
Additional Action - Describe _____	Date _____

ORDINANCE 02-2026 (Uncodified)

**SPECIAL USE PERMIT (SUP) APPLICATION 2026-SUP-01, WILLIAM C. HIGHT, III
TO ESTABLISH RESIDENTIAL SPACE IN PART OF AN EXISTING COMMERCIAL BUILDING
LOCATED AT 271 PRINCE GEORGE STREET, URBANNA, VIRGINIA 23175,
TAX MAP NO. 20A-1-47 IN THE B-1 ZONING DISTRICT, ACREAGE UNKNOWN**

WHEREAS the applicant, William C. Hight, III, requests a Special Use Permit (SUP) to establish residential space in part of an existing commercial building located at 271 Prince George Street, Urbanna, VA 23175 (Tax Map No. 20A-1-47, Zoned B-1); and

WHEREAS the Urbanna Planning Commission held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on May 6, 2026 to accept comment from adjacent home owners and the general public and voted to recommend approval of Special Use Permit 2026-01 subject to the conditions proposed; and

WHEREAS the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on May 14, 2026 to accept comment from adjacent home owners and the general public;

NOW, THEREFORE, BE IT ORDAINED by the Urbanna Town Council that Ordinance 08-2024 granting Special Use Permit 2024-SUP-04 for a recreational facility at 271 Prince George Street, Urbanna, VA 23175 (Tax Map No. 20A-1-47) is hereby revoked; and

BE IT FURTHER ORDAINED that Special Use Permit 2026-01 is hereby granted for 271 Prince George Street, Urbanna, VA 23175 (Tax Map No. 20A-1-47), subject to the following terms and conditions:

1. This Ordinance which grants a Special Use Permit to allow for conversion of approximately 1000 sq. ft. into an apartment at 271 Prince George Street, shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator;
2. All federal, state, and local laws, regulations, and rules shall be observed at all times;
3. The property shall be maintained in a clean and orderly manner at all times;
4. Remaining first floor activities shall be limited to those commercial uses permitted by right or by special use permit under the then-existing Town of Urbanna Zoning Ordinance;
5. Off street parking shall be provided and marked for two (2) spaces per dwelling unit, one (1) of which shall accommodate handicapped parking;
6. Failure to abide by any condition subjects this Special Use Permit to revocation by the Urbanna Town Council in accordance with legal requirements existing at the time; and

This Ordinance shall take effect upon adoption.

ADOPTED this 14th day of May, 2026.



**TOWN
COUNCIL**

Agenda Item Summary

MAY 14, 2026

AGENDA ITEM: 7 – PUBLIC HEARINGS

7.b. 2026-SUP-02: Shawn Pickett (Ordinance 03-2026)

- a. Staff presentation
- b. Applicant presentation
- c. Mayor Opens Public Hearing Comment Period (no vote required)
(This time is for members of the public to express their views, concerns, etc. regarding 2026-SUP-02. Councilmembers shall limit their comments during public hearings to ensure participation by the public can occur without interference.)
- d. Mayor Closes Public Hearing Comment Period (no vote required)
- e. Applicant/Staff Response
- f. Council Discussion
- g. Action on 2026-SUP-02 (Ordinance 03-2026)

Action Requested: Yes. The Planning Commission held a public hearing on May 6, 2026 and voted 3-0 with 2 absent to recommend approval of 2026-SUP-02.

Sample Adoption Motion: Move to approve Special Use Permit 2026-02 (Ordinance 03-2026) with the revisions to Conditions 3, 4 and 5 as presented.

Motion, Second, Discussion, Roll Call Vote (aye, nay, abstain)

Staff Report

2026-SUP Application-02: Shawn Pickett

Revise Conditions associated with 2024-SUP-01, 2024-SUP-04, and 2025- SUP-02

Request: **Revise Conditions associated with 2024-SUP-01 which was granted to allow for retail sales of food and drink together and restaurant with arcade and board game access permitted. Subsequent amendments noted above were approved and are set out as Attachment A.**

Location: 161 Cross Street

Map: 20A-17-8

Property Owner: Pickett Homes, LLC

Applicant: Shawn Pickett

Lessor: N/A

Acreage: +/- .171 acres

Zoning District: B-1

Overlay District(s): Chesapeake Bay

Use: Two-story historically mixed-use building

Adjacent Composition: Mix of Commercial and Residential Zoned

Environmental: This is a developed site and no exterior alterations are proposed that would alter the land as it exists requiring any concerns to be addressed.

Consultations: The Virginia Department of Transportation, Hampton Roads Sanitation District and local water staff were contacted for comments on this case and no comments of concern were received.

Zoning Compliance: There are no setbacks or minimum lot sizes in the B-1 district. There is a 35-foot height restriction which a one-story building does not come close to exceeding.

Comprehensive Plan: General, Retail and Services

Supporting language for this request aligning to this designation follows:

Economic Goals and Objectives:

Goal: Expand the economic activities commensurate with the existing character and lifestyle of the local community.

Objectives: ... 2. Encourage a diversified, vibrant environment through mixed-use development, which combines residential, commercial and recreational functions. This follows a concept of a higher density, mixed use waterfront development. 3. Encourage light industrial uses (no nuisance problems) and commercial operations, especially those related to water and tourism related activities, in areas so designated on the Future Land Use Exhibit G. 5. Provide an environment for the types of employment that will sustain the local work force through their working years.

Analysis: The ordinance does not list specific concerns to consider when reviewing a Special Use Permit (light, noise, odor, etc.). However, the ordinance recognizes the authority to impose conditions to mitigate adverse situations related to the general health, safety, and welfare of those on and about the property. The general health, safety, and welfare extends to the nature and condition of all adjacent uses and structures and the effect upon them by the use proposed. As this is an existing mixed-use area the proposed use can be

considered generally compatible. Thus, most conditions originally imposed or revised were done so as to avoid nuisances such as Condition 5 (noise) and Condition 3 (hours of operation). These are again the focus of the present request as is now Condition 4 (gaming) which was originally imposed to avoid gaming potentially detrimental to the community.

While Condition 5 has not been fully complied with relative to the rear patio plan submission, there is still time to comply. Primarily, no complaints – other than parking - have been received concerning the operation since its initiation in any regard. Therefore, the determination to alter the conditions is to be made considering the mitigation of potential adverse situations related to the general health, safety, and welfare of those on and about the property.

Enforcement action related to Condition 4 brought about the present request to amend Condition 4. The applicant additionally seeks to use the opportunity to amend Conditions 3 and 5.

Present Condition 3 Reads: Hours of operation: Sunday 9a-9p, Monday noon–10p, Tuesday-Saturday 9a-9p.
Revision Requested: Hours of operation: Seven (7) days a week, 10 am to 11 pm

The hours of operation changes will result in 91 hours of potential activity, up from 51 originally granted. The applicant has stated the desire for flexibility to operate within a window, but at the same time avoid another SUP process. Full utilization of these days/hours may be in the long term or seasonal. The additional hours may assist in meeting customer demand while not exceeding the occupancy limit and lessen parking demand.

Present Condition 4 Reads: No game shall be offered that results in the award of monetary prizes of any type, including, but not limited to, cash, gift cards, or credit.

Revision Requested: No game shall be offered that is not controlled by the applicant. The applicant shall not conduct or allow to be conducted any game that involves any aspect of electronic, internet, or media-linked gaming.

This language has been shared with the applicant and they are agreeable. The applicant notes their business plan has shifted away from "...the original arcade plan...." The proposed condition allows games to be played for prizes, but not any game that would be potentially detrimental to the community as earlier noted.

Present Condition 5 Imposed: The uses authorized by this Special Use Permit are permitted: 1. On the inside of the existing structure, 2. On the front patio area provided it be defined by fencing along the edge of the public sidewalk, and 3. On a rear patio area after plan review and approval by the Planning Commission within one year of the approval of this SUP. However, in no case will outside seating alter the existing occupancy limit of thirty-six (36) persons established by regulatory authorities and at no time shall the public sidewalk be blocked. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.

Revision Requested: *No change until the last sentence which would be deleted and replaced with: Outside entertainment shall be limited to live performances on the rear patio ending no later than 8 pm.*

The applicant proposes acoustic musicians using a standalone speaker occasionally performing on the rear patio. In lieu of a decibel level being imposed due to variation in the instrument and speaker, the hour "hard stop" as proposed is recommended.

Suggested Motion:

Planning Commission: Move to recommend approval of revisions to Conditions 3, 4 and 5 imposed with the granting of Special Use Permit 2024- 01 as presented.

Town Council: Move to approve revisions to Conditions 3, 4, and 5 imposed with the granting of Special Use Permit 2024- 01 as presented.

Other motion options are available.

ATTACHMENT A TO STAFF REPORT 2026-SUP Application-02: SHAWN PICKETT

SUP-2024-1 CONDITIONS

Amendments are in Bold:

1. All federal, state and local laws shall be observed at all times.
2. This Ordinance shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
3. Hours of operation shall be between noon and 9:00PM three days a week, Thursdays through Saturdays and on Sundays between noon and 6:00PM.

AMENDED BY SUP-2025-02 TO READ:

Hours of operation shall be Sunday 9a-9p, Monday 12 (noon) -10p, Tuesday-Saturday 9a-9p.

4. No game shall be offered that results in the award of monetary prizes of any type, including, but not limited to, cash, gift cards, or credit.
5. The uses permitted by this Special Use Permit are only permitted on the inside of the existing structure. There shall be no outside food or drink service or consumption and no outside service seating shall be permitted. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.

AMENDED BY SUP-2025-02 THEN AMENDED BY SUP-2024-04 TO READ:

The uses authorized by this Special Use Permit are permitted: 1. On the inside of the existing structure, 2. On the front patio area provided it be defined by fencing along the edge of the public sidewalk, and 3. On a rear patio area after plan review and approval by the Planning Commission within one year of the approval of this SUP. However, in no case will outside seating alter the existing occupancy limit of thirty-six (36) persons established by regulatory authorities and at no time shall the public sidewalk be blocked. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.

6. Outside lighting shall be utilized only to the extent necessary to allow safe egress and ingress; lighting of signage visible to the outside shall not exceed 450 lumens (40w).
7. Signage shall be limited to 100 square feet total and must be attached or painted on the structure. There shall be no other signage.
8. The property shall be maintained in a clean and orderly manner at all times.
9. Trash containers shall be stored in the rear of the property and shielded from public view. Trash cans shall be securely covered at all times.
10. All vendor service deliveries shall be performed between the hours of 8:00 AM and 6:00 PM. Delivery vehicles shall park on the street and goods shall be carried into the structure.
11. Pursuant to Section 17-6.1 and 17-6.2 (1) the use is relieved of on-site parking space requirements.
12. If owner and/or applicant violates any of the conditions above or fails to adhere to the representations set forth in the application and supporting materials, this special use permit may be terminated upon notice being given the applicant and hearing by the Town Council.

Describe the proposed change in use or change in structure(s) for the property.

- 1- Since our first application, the business plan for The Pearl shifted towards a casual dining spot with local oysters and drinks being the focus over the original arcade plan both due to space/electrical constraints as well as ongoing ~~feedback from our customers~~. ~~We now want to host family friendly game nights such as bingo and trivia with Pearl~~ food/merchandise and local gift card prizes to achieve some of that old school community fun we originally aimed for while keeping the focus on local products and businesses. No game shall be offered that is not controlled by the applicant and he applicant shall not conduct or allow to be conducted any game that involves any aspect of electronic internet or media linked gaming.
- 2- Additionally, we will want to expand hours of operation in the years to come so are now asking for 7 days a week 10am-11pm to not have to apply for another SUP modification down the line.
- 3- And one the back patio area is in use in the future, acoustic musicians might be hired for events and they often bring their own stand alone speaker. Live music outside will only occur between the hours of 12pm and 8pm and no permanent speaker system shall ever be affixed outside.

Maximum Building Height(s) with Proposed Change no change

Number of Dwelling Units/Density Calculations no change

Proffers, Restrictive Covenants, Deed Restrictions and Other Special Considerations

Maximum occupancy is now 36 but otherwise no restrictions beyond the current SUP conditions below.

Does this property have any conditions attached to it from a previous application for a special use permit? If so, please list, them here.

SUP-2024-1 CONDITIONS... Previous Amendments are in Bold with #3, 4, and 5 being further tweaked now

1. All federal, state and local laws shall be observed at all times.
2. This Ordinance shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
3. Hours of operation shall be between noon and 9:00PM three days a week, Thursdays through Saturdays and on Sundays between noon and 6:00PM.
AMENDED BY SUP-2025-02 TO READ: Hours of operation shall be Sunday 9a-9p, Monday 12 (noon) -10p, Tuesday-Saturday 9a-9p.
4. No game shall be offered that results in the award of monetary prizes of any type, including, but not limited to, cash, gift cards, or credit.
5. The uses permitted by this Special Use Permit are only permitted on the inside of the existing structure. There shall be no outside food or drink service or consumption and no outside service seating shall be permitted. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.
AMENDED BY SUP-2025-02 THEN AMENDED BY SUP-2024-04 TO READ: The uses authorized by this Special Use Permit are permitted: 1. On the inside of the existing structure, 2. On the front patio area provided it be defined by fencing along the edge of the public sidewalk, and 3. On a rear patio area after plan review and approval by the Planning Commission within one year of the approval of this SUP. However, in no case will outside seating alter the existing occupancy limit of thirty-six (36) persons established by regulatory authorities and at no time shall the public sidewalk be blocked. Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.
6. Outside lighting shall be utilized only to the extent necessary to allow safe egress and ingress; lighting of signage visible to the outside shall not exceed 450 lumens (40w).
7. Signage shall be limited to 100 square feet total and must be attached or painted on the structure. There shall be no other signage.
8. The property shall be maintained in a clean and orderly manner at all times.

9. Trash containers shall be stored in the rear of the property and shielded from public view. Trash cans shall be securely covered at all times.
10. All vendor service deliveries shall be performed between the hours of 8:00 AM and 6:00 PM. Delivery vehicles shall park on the street and goods shall be carried into the structure.
11. Pursuant to Section 17-6.1 and 17-6.2 (1) the use is relieved of on-site parking space requirements.
12. If owner and/or applicant violates any of the conditions above or fails to adhere to the representations set forth in the application and supporting materials, this special use permit may be terminated upon notice being given the applicant and hearing by the Town Council.

Demonstrate how the proposed special use will not negatively impact the surrounding properties or detract from the neighborhood character in terms of public health, safety, and welfare. How will such impacts be mitigated or avoided?

The ongoing renovation and development of The Pearl has improved both the physical location as well as provided an intimate spot to try various VA foods and drinks. Family friendly game nights/tournaments will continue this laidback Cheers ~~vibe we've come to love with our regulars helping fully bake this idea to go along with \$1 oysters and other specials~~ that they might not otherwise try. The expanded hours and outside live music from time to time will allow us to better serve more customers in the warmer months especially if there's a special like Kentucky Derby, NFL game, etc. that people want to gather for in the years to come.

Attach a site plan / plot plan / survey plat showing location(s) of existing and proposed structures to be erected and applicable setback lines and distances including all zoning district requirements.

- (1) Special use permits are issued subject to approval of a site plan. Permits may be issued for either a limited or indefinite period of time and shall be revocable by the Town Council for failure to adhere to the applicable conditions. Unless otherwise specified, work must begin within one year and be completed within 2 and one-half years.
- (2) The Town Council may include, as part of the ordinance granting any special use permit, suitable regulations and safeguards as it may deem appropriate. Once a special use permit is approved subject to such conditions, they shall be deemed to be a part of the zoning ordinance and may be enforced by the zoning administrator. Conditions attached to a special use permit may only be amended or deleted by subsequent application for the purpose.
- (3) This permit shall expire and may be revoked if the work performed does not conform to the approved site plan and application (drawings/site plan/elevations), the conditions attached thereto, or other applicable regulations. The permit shall be revoked if the use made of the property does not conform to the use applied for and approved hereby.
- (4) This application for a special use permit must be accompanied by three (3) copies of any required site plans or plot plans. Plans are to be drawn to scale, showing actual dimensions of all existing and proposed structures/alterations.

Attach the Names and Addresses of All Adjacent Property Owners to this Application: Please include lot numbers

Robert Kelley & Karen Kelley
181 Cross Street
Urbanna, VA 23175-2007
Lot H

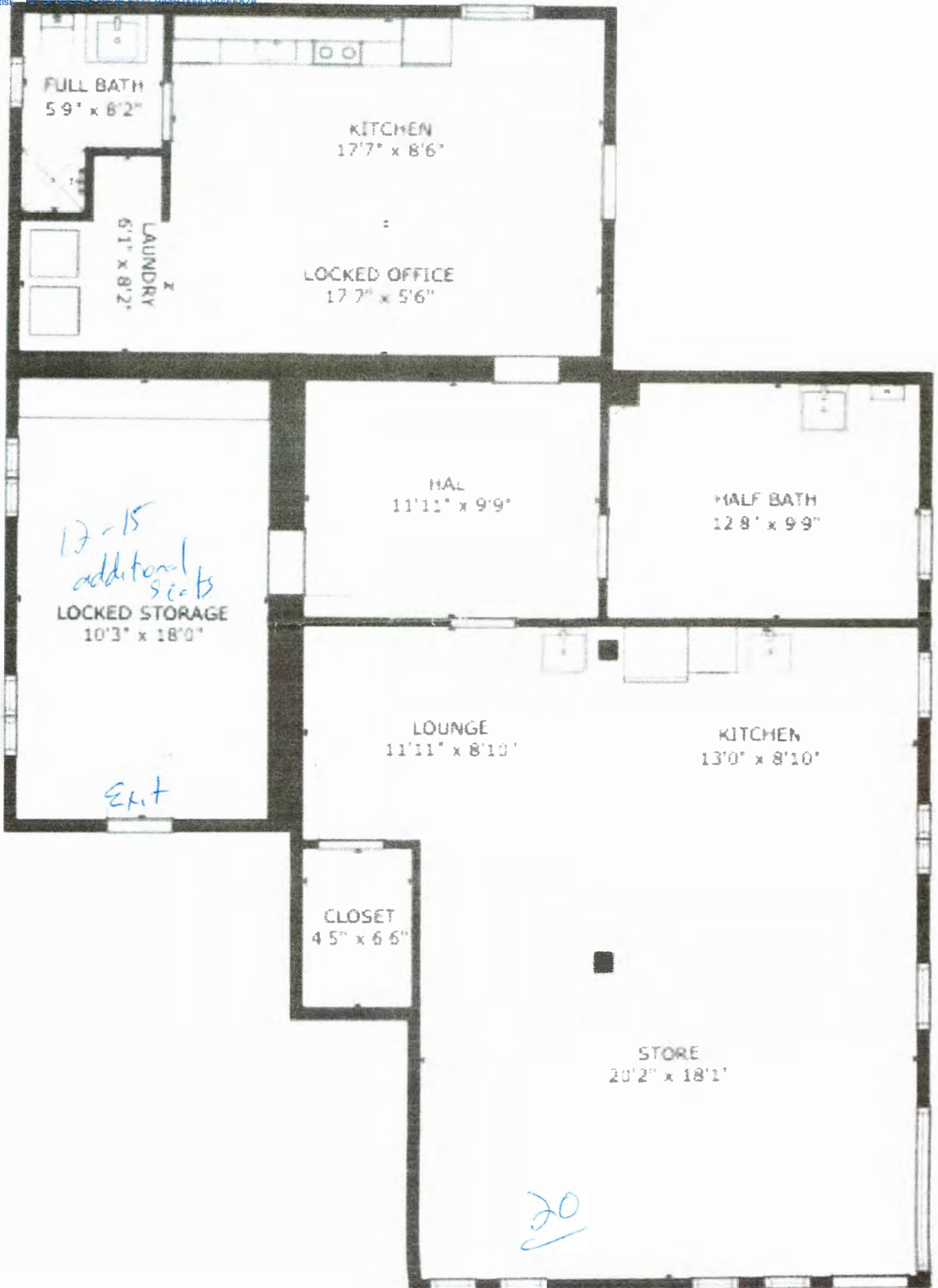
Palmetto Dominion Llc
160 Cross Street
Urbanna, VA 23175-2007
Lot L1

Adas Place Llc
167 Cross Street
Urbanna, VA 23175-2007
Lot 9

Richard Waller & George Whitman
171 Virginia Street
Urbanna, VA 23175-9901
Lot I

Barbara Whitbeck
151 Cross Street
Urbanna, VA 23175-2007
Lot 7

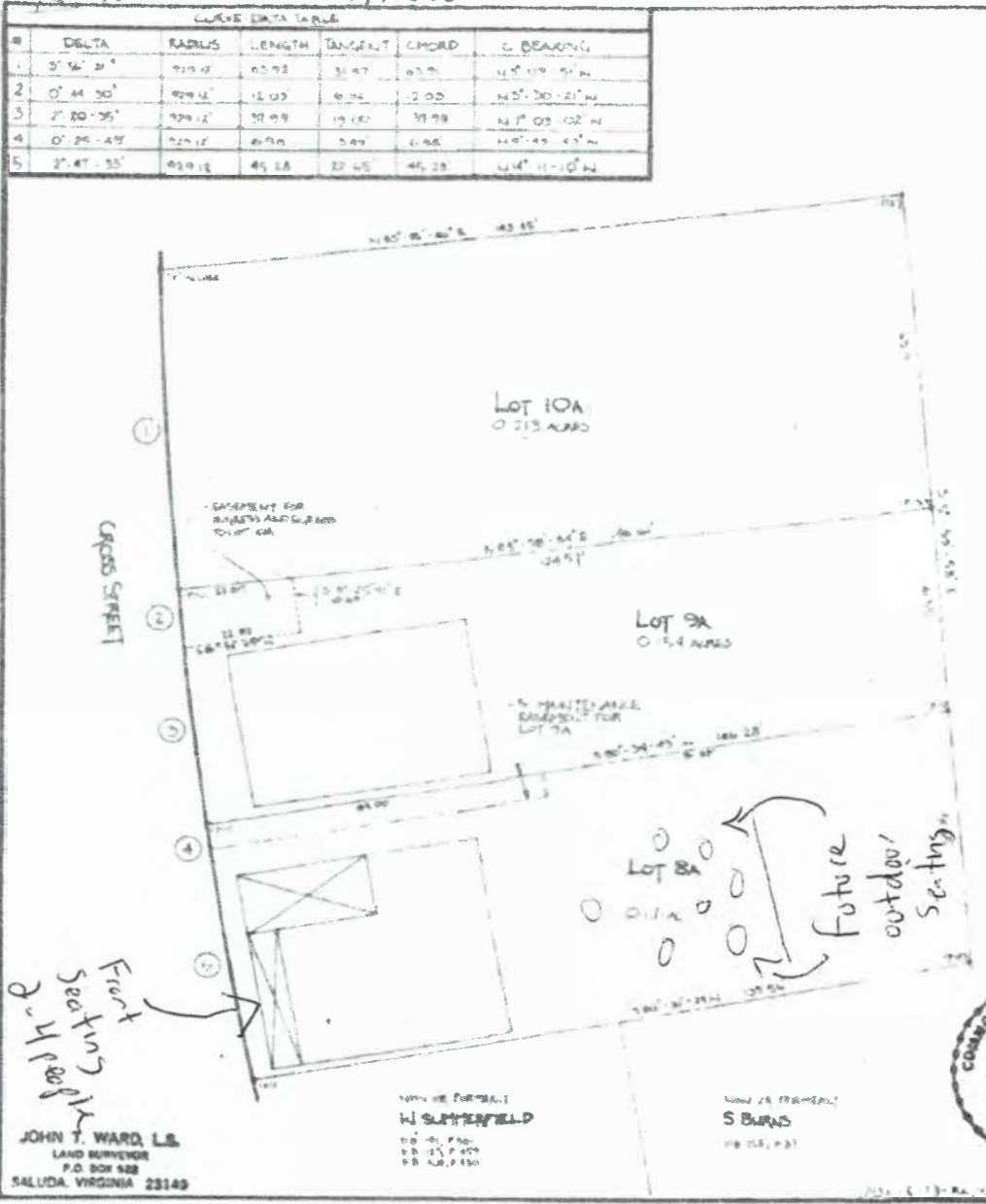
John Magness & Joan Magness
161 Virginia Street
Urbanna, VA 23175-9901
Lot J



Plat Map

PB 10 Page 178

191533



Future Seating
p. 4 labeled

JOHN T. WARD, L.S.
LAND SURVEYOR
P.O. BOX 422
SALUDA, VIRGINIA 22149

W. SUMMERFIELD
100 - 101, P. 20
100 - 125, P. 100
100 - 130, P. 100

W. SUMMERFIELD
S. BURNS
100 - 125, P. 27

JOB ORDER 21-100



MONDAY GAME NIGHTS



UPCOMING SCHEDULE:

March 2: Bingo

March 9: Bingo

March 16: St. Paddy's Trivia 🍀

March 23: Bingo

March 30: Bingo

April 6: NO GAME (Easter)

April 13: Easter Trivia 🐰

April 20: Bingo

April 27: Bingo



Or play chess, checkers, cards in the quiet back room!

COLLECT CHIPS EVERY WEEK -

Redeem for Prizes!

BINGO PRIZES

Dessert

= **2 Chips** =

Appetizer

= **4 Chips** =

Hat

= **6 Chips** =

T-Shirt

= **8 Chips** =

50% Off at The Pearl

= up to **\$50** =

10 Chips

Check the Upcoming Game Schedule

— ★ **FOR BINGO NIGHTS!** ★ —

ORDINANCE 03-2026 (Uncodified)

**SPECIAL USE PERMIT (SUP) APPLICATION 202-SUP-02, SHAWN PICKETT
TO AMEND CONDITIONS IMPOSED BY 2024-SUP-01/ORDINANCE 03-2024 AND 2025-
SUP-02/ORDINANCE 03-2025, AND 2025-SUP-04/ORDINANCE 05-2025 REGARDING
GAMING, HOURS OF OPERATION, AND OUTDOOR NOISE AT THE RESTAURANT LOCATED
AT 161 CROSS STREET, URBANNA, VIRGINIA 23175, TAX MAP NO. 20A-17-8 IN THE B-1
ZONING DISTRICT, +/-0.171 ACRES**

WHEREAS the applicant, Shawn Pickett, requests a Special Use Permit (SUP) to amend the conditions imposed by 2024-SUP-01 regarding gaming, hours of operation, and outdoor noise at the restaurant located at 161 Cross Street, Urbanna, VA 23175 (Tax Map No. 20A-17-8, Zoned B-1); and

WHEREAS 2024-SUP-01 was granted by Town Council via Ordinance 03-2024 on May 9, 2024 allowing a restaurant, retail sale of snacks, sodas, beer, and wine for consumption, on and off premises; as well as an arcade and board games subject to twelve (12) terms and conditions; and

WHEREAS 2025-SUP-02 was granted by Town Council via Ordinance 03-2025 on September 11, 2025 amending the conditions of 2024-SUP-01 regarding hours of operation and seating at the restaurant; and

WHEREAS 2025-SUP-04 was granted by Town Council via Ordinance 05-2025 on December 11, 2025 amending the conditions of 2024-SUP-01 regarding occupancy limit; and

WHEREAS the Urbanna Planning Commission held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on May 6, 2026 to accept comment from adjacent home owners and the general public and voted to recommend approval of Special Use Permit 2026-02 subject to the altered condition numbers 3, 4, and 5 as proposed; and

WHEREAS the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on May 14, 2026 to accept comment from adjacent home owners and the general public;

NOW, THEREFORE, BE IT ORDAINED by the Urbanna Town Council that Special Use Permit 2026-02 is hereby granted for Tax Map No. 20A-17-A, 161 Cross Avenue, to amend the terms and conditions of 2024-SUP-01/Ordinance 03-2024, 2025-SUP-02/Ordinance 03-2025, and 2025-SUP-04/Ordinance 05-2025 as follows:

1. All federal, state and local laws shall be observed at all times.
2. This Ordinance shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.

Proposed for Adoption by the Urbanna Town Council
May 14, 2026 Meeting

- 36 3. Hours of operation shall be permitted ~~on Sundays from 9am-9pm, Mondays from noon-~~
37 ~~10pm, and Tuesdays through Saturdays from 9am-9pm~~ **seven (7) days a week, 10am to**
38 **11pm.**
- 39 4. No game shall be offered that ~~results in the award of monetary prizes of any type, including,~~
40 ~~but not limited to, cash, gift cards, or credit~~ **is not controlled by the applicant. The applicant**
41 **shall not conduct or allow to be conducted any game that involves any aspect of electronic,**
42 **internet, or media-linked gaming.**
- 43 5. The uses authorized by this Special Use Permit are permitted: 1. On the inside of the
44 existing structure, 2. On the front patio area provided it be defined by fencing along the
45 edge of the public sidewalk, and 3. On a rear patio area after plan review and approval by
46 the Planning Commission within one year of the approval of this SUP. However, in no case
47 will outside seating alter the existing occupancy limit of thirty-six (36) persons established
48 by regulatory authorities and at no time shall the public sidewalk be blocked. ~~Likewise, no~~
49 ~~outdoor speaker system may be utilized and there shall be no noise from inside of the~~
50 ~~structure that is audible outside of the structure.~~ **Outside entertainment shall be limited to**
51 **live performances on the rear patio ending no later than 8pm.**
- 52 6. Outside lighting shall be utilized only to the extent necessary to allow safe egress and
53 ingress; lighting of signage visible to the outside shall not exceed 450 lumens (40w).
- 54 7. Signage shall be limited to 100 square feet total and must be attached or painted on the
55 structure. There shall be no other signage.
- 56 8. The property shall be maintained in a clean and orderly manner at all times.
- 57 9. Trash containers shall be stored in the rear of the property and shielded from public view.
58 Trash cans shall be securely covered at all times.
- 59 10. All vendor service deliveries shall be performed between the hours of 8:00 AM and 6:00
60 PM. Delivery vehicles shall park on the street and goods shall be carried into the structure.
- 61 11. Pursuant to Section 17-6.1 and 17-6.2 (1) the use is relieved of on-site parking space
62 requirements.
- 63 12. If owner and/or applicant violates any of the conditions above or fails to adhere to the
64 representations set forth in the application and supporting materials, this special use
65 permit may be terminated upon notice being given the applicant and hearing by the Town
66 Council; and

67 This Ordinance shall take effect upon adoption.

68 **ADOPTED** this 14th day of May, 2026.



**Agenda Item Summary
MAY 14, 2026**

AGENDA ITEM: 7 – PUBLIC HEARINGS

7.c. Ordinance 01-2026 – Adopt and Enact a New Code for the Town of Urbanna

a. Staff Presentation

Background: The recodification project with Civic Plus Municode began in 2017. Council was sent a full copy of the new Code on November 12, 2025 via email.

During the recodification process, the following changes were made to the Town Code:

- A new numbering system.
- Some headings and section names changed.
- Any outdated references to the Code of Virginia were updated to current.
- Various indexes and comparison tables were added.

In reviewing the final product, it was found that some actions of council which were adopted by Resolution were not sent to Municode for inclusion. Those actions are reflected as corrections in Ordinance 01-2026.

The Planning Commission reviewed Chapter 20-Planning, Chapter 26-Subdivision, and Chapter 34-Zoning and held a public hearing on May 6, 2026. They voted 3-0 with 2 absent to recommend approval of those chapters.

Fiscal Impact: None at this time.

Staff Recommendation: Approve Ordinance 01-2026 with the changes noted.

b. Mayor Opens Public Hearing Comment Period (no vote required)

(This time is for members of the public to express their views, concerns, etc. regarding Ordinance 01-2026. Council members shall limit their comments during public hearings to ensure participation by the public can occur without interference.)

c. Mayor Closes Public Hearing Comment Period (no vote required)

d. Council Discussion

e. Council Action: Sample Adoption Motion: I move to approve Ordinance 01-2026 adopting and enacting a new code for the Town of Urbanna, Virginia with the changes shown, effective upon adoption.

Motion, Second, Discussion, ROLL CALL VOTE (aye, nay, abstain)

ORDINANCE 01-2026

ADOPTING AND ENACTING A NEW TOWN CODE FOR THE TOWN OF URBANNA, VIRGINIA; THE ORDINANCE IS RENUMBERED AND MODIFIES, ADDS TO, AND DELETES FROM THE CURRENT TOWN CODE IN ACCORDANCE WITH THE REVIEW PERFORMED BY MUNICODE. ORDINANCES ADOPTED THAT WERE NOT PREVIOUSLY INCLUDED IN THE TEXT OF THE TOWN CODE HAVE BEEN INSERTED.

WHEREAS the Urbanna Town Council undertook a recodification project pursuant to Code of Virginia §15.2-1433 with Civic Plus Municode in 2017 including those ordinances adopted prior to 2019, such project being completed in November 2025; and

WHEREAS, during the recodification process, changes were made to the existing typed version of the Town Code including a new numbering system, changes to some headings and section names, updating any outdated references to the Code of Virginia, and adding various indexes and comparison tables; and

WHEREAS the Urbanna Planning Commission conducted a duly advertised public hearing on those portions of the proposed Town Code authorized by Code of Virginia §15.2-2200 et seq. (planning, zoning, and subdivision) on May 6, 2026 as required by Code of Virginia §15.2-2285, 1950, as amended, and voted to recommend approval; and

WHEREAS the Urbanna Town Council conducted a duly authorized public hearing on May 14, 2026 as required by Code of Virginia §15.2-1427, 1950, as amended;

NOW THEREFORE BE IT ORDAINED that the Town Council of the Town of Urbanna, Virginia does adopt and re-enact a new Town Code for the Town of Urbanna, Virginia as follows:

Section 1. The Code entitled "The Code of the Town of Urbanna, Virginia," published in 2025 by Civic Plus, LLC by Order of the Town Council, consisting of chapters 1 through 34, each inclusive, is adopted with the following corrections:

Sec. 8-135. [Food and Beverage Tax] Tax levied.
... such tax to be at a rate of ~~four~~ five percent ...
(Ord. of 1-15-1996, § 7.1-31; **Resolution 2017-RES-03 adopted 06/19/2017**)

Sec. 8-177. [Transient Lodging Tax] Tax levied.
... in the amount of ~~four~~ five percent ...
(Code 1973, § 7.1-44; **Resolution 2017-RES-03 adopted 06/19/2017**)

Sec. 34-110. Lot size and setback standards

(7) *Accessory buildings*. No accessory structure may be within eight feet of any party lot line.

Notwithstanding the foregoing, one (1) storage shed accessory building or structure no larger than two hundred (200) square feet in floor area and eight (8') feet in height may be placed within the eight (8:) foot setback of a lot line but not closer than two (2') feet from any lot line provided, however, that the property owner or tenant with the property owner's written consent (a) obtains the written consent of all adjoining property owners agreeing to the location of the storage shed accessory building or structure; and (b) provides the Zoning Administrator with a scaled drawing of the proposed storage shed accessory building or structure containing the proposed material and color; and (c) provides the Zoning Administrator with a site plan indicating the proposed placement of the storage shed accessory building or structure with the requisite set back of at least two (2') feet. For the purposes of this provision, a "storage shed accessory building or structure" is a building or structure used solely for the storage of furniture, tools and equipment, including without limitation yard furniture, lawnmowers/lawn tractors,

*Proposed for Approval by the Urbanna Town Council
May 14, 2026 Meeting*

41 garden equipment, tools and pool equipment. Nothing herein contained shall be construed as a waiver of any
42 other requirements or provisions, if any, contained in Chapter 34 of the Town Code regarding accessory buildings
43 or structures. The Zoning Administrator shall issue a zoning permit for the storage shed accessory building once
44 the property owner or tenant with the property owner's written consent has complied with all of the requirements
45 of this provision.

46 (Code 1973, § 17-4.2.5; Resolution 2014-RES-3 adopted 04/21/2014)

47 Sec. 34-167. Uses permitted by special use permit.

48 (41) Notwithstanding the foregoing, the owner or designated agent of the owner of a premises that has previously
49 been issued a Special Use Permit by the Town Council to operate a restaurant on the premises, whether or not
50 the owner or designated agent of the owner was the prior holder of the Special Use Permit, may apply to the
51 Zoning Administrator for the issuance of a new Special Use Permit to continue to use the premises as a restaurant,
52 provided, however, the owner or designated agent of the owner of the premises shall agree to accept the following
53 conditions and the Zoning Administrator first determines that the following conditions have been satisfied: (a) the
54 prior holder of the Special Use Permit to operate a restaurant on the premises has paid in full all of the meals taxes
55 and water/sewer charges to the Town of Urbanna and Hampton Roads Sanitation Authority, as applicable; (b) the
56 premises was continually used as a restaurant since the issuance of the last Special Use Permit, whether said
57 Special Use Permit was issued by the Town Council or administratively through this provision and the prior
58 restaurant has not been closed for more than 365 days; (c) the proposed restaurant facility must operate within
59 the same footprint of the prior restaurant facility as evidenced by the application, site plan and conditions approved
60 in the prior Special Use Permit process and the use as a restaurant cannot be expanded without the expressed
61 approval of the Town Council through the Special Use Permit process contained in Article 9 of Chapter 34 of the
62 Town Code; (d) the Zoning Administrator determines that the continued use of the premises as a restaurant is
63 appropriate and does not conflict with the Comprehensive Plan and the chapters and regulations of the Town; (e)
64 the new applicant must agree to accept the special requirements and conditions imposed by the Town Council in
65 the prior Special Use Permit; and (f) the new applicant must agree to accept any new standard requirements and
66 conditions contained in the current Special Use Permits issued by the Town, including without limitation, the
67 applicant's agreement to limit the hours of operation of the restaurant imposed by any appropriate public safety
68 authority including without limitation, the Sheriff of Middlesex County, Virginia during any special festival event or
69 otherwise. If the applicant cannot comply with or refuses to comply with any or all of the conditions and
70 requirements listed above, then the Zoning Administrator cannot issue a new Special Use Permit through this
71 administrative process and the applicant shall follow the procedures in Chapter 34 of the Town Code in order to
72 receive a new Special Use Permit to operate a restaurant on the premises.

73 (Code 1973, § 17-4.6.3; Resolution 2014-RES-4 adopted 04/21/2014)

74 Section 2. Ordinances adopted by town council after December 9, 2016 that amend or refer to ordinances that have
75 been codified in the Code, shall be construed as if they amend or refer to like provisions of the Code.

76 Section 3. Additions or amendments to the Code when passed in such form as to indicate the intention of the town
77 council to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to
78 the Code includes the additions and amendments.

79 Section 4. This ordinance shall become effective upon adoption.

80 ADOPTED this 14th day of May, 2026.



**TOWN
COUNCIL**

Agenda Item Summary

MAY 14, 2026

Agenda Item: 8 – REPORTS

8.a. Staff Reports

1. Town Administrator – Ted Costin
2. Treasurer – Michele Hutton
3. Town Clerk – Christine Hall

8.b. Committee Reports – each committee chair will present their report

1. Finance
2. Water
3. Special Events
4. Personnel



TOWN OF URBANNA

300 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175
PHONE: 804-758-2613, FAX: 804-758-0389

To: The Honorable Mayor and Members of the Urbanna Town Council
From: P. S. T. (Ted) Costin, Administrator
Date: May 5, 2026
Subject: April 2026 Report given May 2026

Meetings attended included Main Street Planning Grant Public Meeting and follow-ups, Finance Committee Meeting, and Volunteer Appreciation event.

Another zoning violation was closed with compliance this month.

The well house repair was finished and financially covered under our USDA loan.

Worked on the FY 26-27 budget to include attending a Finance Committee Meeting with work ongoing.

Still coordinating some activity concerning the documentary being filmed next week.

Worked on employee evaluations. With those now complete, I am asking for a meeting of the Personnel Committee to review those.

Funding through the General Assembly for financial support for the Marina bridge was not successful. However, we received notice the town's bridge repair efforts was awarded \$450,000 from the Rural and Tribal Assistance Pilot Program, Build America Bureau, U.S. Department of Transportation with thanks to the work of the Middle Peninsula Planning District Commission; especially staff member Jennifer Farmer.

Received and distributed Trolley Schedule which was revised during review to accommodate additional hours for July 3 and 4. Received notice the VNG Band will be able to play at Taber Park on July 3 and am working with their lead on venue assessment.

I executed and returned the YMCA Pool Use Agreement for the Water Aerobics program to occur again this year. Completed Insurance Company's values survey of town assets. Acted on the 2026 Property Authorization request by the Oyster Festival.

Commented on Draft of County's Comprehensive Plan regarding Water Service Areas. Received the Draft Water Withdrawal Permit package from Virginia Department of Environmental Quality (DEQ). Required advertisement submitted for publication and our Engineer found the permit to be acceptable. We are in drought, but no restrictions are proposed at this time. Valve box uncovering work did not start in April. We are prompting a start date with the contractor in May.

The Virginia Department of (VDH) advised our website notice concerning potential lead pipes was inadequate for 2025 as it failed to provide notice to all persons in that those without internet access would not receive the notice. Additionally, reporting this effort was done by email and not on a required form. This all results in a Violation Notice for failure to notify. It is not a violation of water quality. The required form was completed and submitted. Please know an effort was made to include the notice concerning potential lead pipes on a bill from HRSD, but the HRSD had difficulty in accommodating our request. We are working on a one page, two-sided, notice that addresses 2025's notice and 2026's as well as advising customers of the annual water quality report. This would be an added notification going beyond that required for the water quality report. We are looking into bulk rate mailing requirements as this will be a notice that needs to be sent every year. Additionally, we would post the notice on the website, as well as the office, pool, and marina.

Thank you and please feel free to reach out to me with any questions you have.



Treasurer's Report

The Balances Below, Reflect Bank Statements as of Month's End.

Account Balance thru 3/31/2025	Prior Year	Prior Month	Statement Date
	3/31/25	2/28/26	3/31/26
Primis Bank General Operating Bank Account	1,056,460.37	558,881.53	539,507.12
Renter Water Deposits	-18,776.66	-20,401.66	-19,501.66
Net Operating General Bank Account (Adjusted Bal)	1,056,670.78	557,765.26	538,539.58
Primis – USDA Well Replacement reopened (8/2/24)	76,626.24	11,775.76	7,409.50
C&F Bank Historic Trust (new 3/1/2023)	64,356.21	68,088.75	68,647.35
C&F Bank - Water Fund Reserve (13 mo CD) 4/15/26	121,127.71	125,871.37	Next interest 4/15
C&F Bank – General Fund Reserve (13 mo CD) 4/15/26	100,211.48	104,136.02	Next interest 4/15
C&F Bank -Operating Reserve (13 mo CD) 4/15/26	419,729.98	436,167.68	Next interest 4/15
Taber Trust – Account Value	1,037,941.89	1,226,834.92	1,229,355.02
Taxes listed below are collected for prior month(s)	3/31/25	2/28/2026	3/31/26
Meals Tax collected in March	9,958.28	14,557.74	12,192.79
Lodging Tax collected in March	1,455.98	355.52	4,343.64
Cigarette Tax collected in March	472.95	420.82	558.60

EXPENDITURES:
 Business as usual

REVENUE:
 As of 5/4/26
 71 Golf Cart registrations \$1,775.00

April 6, 2026
02:51 PM

Meals Tax

Town of Urbanna
2026 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2025
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 04/06/26
Subtotal CAFR: No

Account No	Description	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Total	Jul								
100-12110-0001	Meals Tax - Local								
133252.35	16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71	14557.74	12192.79
Fund Total									
133252.35	16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71	14557.74	12192.79
Grand Total	Count: 1								
133252.35	16394.51	21923.87	17179.60	14185.24	17676.99	13290.90	5850.71	14557.74	12192.79

April 6, 2026
02:50 PM

Lodging Tax

Town of Urbanna
2026 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2025
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 04/06/26
Subtotal CAFR: No

Account No	Description	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Total	Jul								
100-12100-0001	Lodging Tax								
24049.23	4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96	355.52	4343.64
Fund Total									
24049.23	4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96	355.52	4343.64
Grand Total	Count: 1								
24049.23	4273.19	4821.65	1975.45	3285.83	3306.60	1267.39	419.96	355.52	4343.64

Water Sales

April 3, 2026
11:08 AM

Town of Urbanna
2026 Revenue Summary by Month

Range of Accounts: 500-17010-0001	to 500-17010-0001	Start Month: July	Start Year: 2025
Type: Revenue Activity	Includes Accounts with Zero Activity: N	Year To Date As Of: 04/03/26	
Subtotal CAFR: No			

Account No	Description									
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
500-17010-0001	Water Sales Charges									
290849.16	55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76	47947.02	24012.76	
Fund Total										
290849.16	55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76	47947.02	24012.76	
Grand Total	Count: 1									
290849.16	55355.82	11198.46	23023.65	90790.69	0.00	27920.09	9424.76	47947.02	24012.76	



MONTHLY TOWN CLERK'S REPORT

Date: May 14, 2026

To: The Honorable Mayor and Members of the Town Council
Town Administrator

From: Christine H. Hall, Town Clerk (I have a new name!)

PROJECTS

- Working with Lewis at Franktronics on file and folder structure and server data retention policy. Met with staff April 29th to discuss file naming conventions and records management needs relating to electronic records.
- Attended Finance Committee meetings and drafted amendments to the Town Code chapter on Businesses and Business regulations including license fees and a revised business license application form.
- Worked on consolidating all fees for Town services into one document for updating and comparison with other localities.
- Updating all Town forms to be uniform and electronically fillable.
- Municode Recodification & update Code to present.
- Log all Town Council actions, Resolutions, and Ordinances.
- Unpack, sort, scan, and file all Town documents.
- Continue working on Town Policy & Procedures Manual to create a centralized place for all Council-approved policies and create procedures for each staff member's main duties.
- Work with Franktronics on implementing internal data security.
- Continue updating website and Facebook with current information and links.

PROFESSIONAL DEVELOPMENT

- Various webinars regarding local government, transparency, records management, accessibility, and community engagement.

TOWN OF URBANNA FINANCE COMMITTEE NOTES

APRIL 24, 2026 MEETING

§ 2.2-3707.1. Minutes shall be taken at all open meetings. However, minutes shall not be required to be taken at deliberations of (iv) any other committees or subcommittees appointed by the governing bodies of towns, except where the membership of any such committee or subcommittee includes a majority of the governing body of the town.

The Town of Urbanna Finance Committee met on the 24th day of April, 2026 beginning at 10am in the Town Hall conference room located at 300 Virginia Street, Urbanna, VA.

1. Call to Order & Roll Call: The Mayor called the meeting to order.

Present: Bill Goldsmith, Mayor; Roy Kime (citizen); Robbie Wilson, Chair (council);

Absent: Larry Chowning (council), Marnie Harte (citizen)

Staff – Christine Branch, Ted Costin, Michele Hutton

2. Designation of Chair: Mayor Goldsmith nominated Robbie Wilson as 2026 Chair. All were in favor with none opposing.

3. FY 26-27 Budget: Mr. Costin presented the budget thus far including revenues and expenditures. He presented the proposed changes in the fees for town services.

Mr. Costin suggested raising the business license fees for this year. Ms. Branch said state code provides limits to what towns can charge. The committee decided to address the rewriting of the Town Code chapter relating to Businesses and Business Regulations at the same time as the budget. This will allow the town to be in compliance with state code. Ms. Branch will work on updating the ordinance and the Business License Application form and bring both back to the committee.

The committee discussed the marina and agreed that the marina should be kept open and no discounts should be offered to slip holders at this time.

Mr. Costin presented information on salaries and wages and said increases are being proposed to take into account length of service. Mr. Wilson asked to see expense projections offering only the minimum wage increase required by law for hourly staff.

Mr. Costin presented the outside requests: Friends of Urbanna is asking for \$2,500 (same as last year); Main Street is asking for \$6,000 (increased from \$1,000 last year); and Bay Aging is asking for approximately \$800 more than last year for the trolley.

Mr. Kime suggested Main Street be asked to justify the amount of their request before council. He said they are actively seeking grants and he is in favor of granting their request.

Mr. Wilson said a grant person is needed. Mr. Costin said the PDC assists and said the grant just received is something to pursue further – Rural & Tribal Assistance. Ms. Branch mentioned that the NLC offers free grant-finding assistance. Mr. Costin asked for that information.

Mr. Costin said there will perhaps be a 10% grant management fee for the PDC marina grant but said he does not yet have all the specifics. Mr. Kime said there is a lot of administrative work required behind the scenes when grants are received.

4. Other Matters: Mr. Costin said the audit has not yet been completed by Davis & Associates. Ms. Hutton has re-sent information which they were unable to locate. She said they plan to go back to onsite audits this year. Robinson, Farmer, and Cox were discussed as a good firm to use but they are expensive.

Mr. Costin said a budget amendment is required for this year due to the purchase of Town Hall.

Ms. Hutton said she will have to get funds from the CD in order to pay the current USDA loan installment.

There being no further matters, the meeting was adjourned at 11:35am.

Recorded by: Christine H. Branch, Town Clerk

Approved by Committee on May 1, 2026

TOWN OF URBANNA FINANCE COMMITTEE NOTES

MAY 1, 2026 MEETING

§ 2.2-3707.1. Minutes shall be taken at all open meetings. However, minutes shall not be required to be taken at deliberations of (iv) any other committees or subcommittees appointed by the governing bodies of towns, except where the membership of any such committee or subcommittee includes a majority of the governing body of the town.

The Town of Urbanna Finance Committee met on the 1st day of May, 2026 beginning at 10am in the Town Hall conference room located at 300 Virginia Street, Urbanna, VA.

1. Call to Order & Roll Call: Chair Wilson called the meeting to order at 10:02am.

Present: Larry Chowning (council), Bill Goldsmith (Mayor), Marnie Harte (citizen), Roy Kime (citizen), Robbie Wilson, Chair (council);

Absent: None

Staff – Ted Costin (Town Administrator), Christine Hall (Town Clerk)

Members of the public (2)

2. Presentation of Minutes: Ms. Hall presented the notes from the April 24, 2026 meeting and asked for changes and corrections. None were offered.

3. FY 26-27 Budget: Mr. Costin reviewed the changes made to the draft budget since the last meeting.

Ms. Hall presented the proposed changes to the business license rate schedule and application form. Ms. Harte expressed concern that the rates would increase and discourage business owners. Ms. Hall said the figures shown were the maximum allowed per state code and the committee could suggest lower rates. Ms. Hall will calculate what it would take to minimize any increase required by using the state-mandated format. Ms. Harte asked if a maximum fee could be instituted. Mr. Costin will check with the Town Attorney. The town services fee schedule was not discussed. The business license rates are defined in [Code of Virginia §58.1-3706](#).

Mr. Wilson presented his spreadsheet and made increases to marina revenues and expenses based on the assumption that marina operations during the Oyster Festival will not change.

Mr. Costin presented revised salary and wage expense projections offering only the minimum wage increase required by law for hourly staff and reiterated the proposed increases for salaried staff. Ms. Harte questioned the difference between COLA and merit increase and said they are the same in the business world. Mr. Costin explained the rationale of varying increases based on length of service. Ms. Hall said council's current policy states that, at a minimum, staff receives an annual increase equal to the Social Security Administration cost of living adjustment (COLA). Merit increases are at the discretion of council and are based solely on performance. The increases Mr. Costin has proposed are to rectify fluctuations in staff salaries based on when they were hired (compression). Council has the final say on whether any increases are given. Ms. Harte asked if there are duties which could be eliminated and possibly enable the town to reduce the number of staff. Mayor Goldsmith said to make sure the amount of salaries being allocated to water operations is accurate and included the Town Administrator. Mr. Costin will go over it with Ms. Hutton (Treasurer) when she returns.

Ms. Harte said expenses need to be lowered so that a real estate tax increase is not necessary. She said that taxes were increasing and services provided were decreasing. Mr. Chowning said the real estate tax rate has not increased in ten years. There was discussion of the ongoing county

property reassessment. Ms. Hall explained that state code mandates that if a general reassessment results in an increase of one percent or more in the total real property tax levied, the tax rate must be reduced so the tax levy is no more than 1% over the previous year ([Code of Virginia §58.1-3321](#)).

Expenditures were examined to see where savings could occur. Mr. Kime asked if Cartegraph were being used and suggested possibly getting rid of it. Mayor Goldsmith said the concern is that it would cost a lot more to reestablish the software if we stopped using it and then decided we needed it later down the road. He explained Cartegraph's functionality and why it was originally deployed. Mr. Costin will invite Ms. Kimble and Mr. Hutton to the next Finance Committee meeting to get their opinions since they are the ones using it.

Decreasing trash pickup to once weekly for the entire year was discussed as was offering trash pickup (no dumpsters) for commercial residents. Mr. Costin will get a quote.

Discussion occurred over increasing in-town water rates. Mayor Goldsmith explained the limitations of grant fund availability because of the disparity between in-town and out-of-town rates. The committee was reminded that water operations are self-funded and not augmented by real estate tax dollars.

After making adjustments, Mr. Wilson said increasing the Food & Beverage tax to 6.5% could cover the town's expenditures making an increase to real estate tax, currently proposed at +\$0.02, unnecessary. He said he recently read an article about Williamsburg doing a similar thing. He said he felt this strategy takes the burden off residents and allows tourism to greater contribute to revenues. Mr. Costin will check with the Town Attorney to see if we are allowed to go higher than 6%. (See [Code of Virginia §58.1-3833](#) – Food & Beverage tax.)

4. Other Matters: None

5. Next Meeting Date: The next meeting will be on Tuesday, May 12, 2026, at 10am in the Town Hall conference room located at 300 Virginia Street, Urbanna, VA.

There being no further matters, the meeting was adjourned at 11:35am.

Recorded by: Christine H. Hall, Town Clerk



**TOWN
COUNCIL**

Agenda Item Summary

FOR ALL REGULAR MEETINGS

Agenda Item: 9 – PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

After each speaker has been heard, Mayor asks for any council member response.

Council members may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Council members shall limit their response to only those comments immediately preceding their response.



**TOWN
COUNCIL**

**Agenda Item Summary
MAY 14, 2026**

AGENDA ITEM: 10 – OLD BUSINESS – NONE

AGENDA ITEM: 11 – NEW BUSINESS

11.a. Main Street DHCD Planning Grant

Background: As you know the Urbanna Main Street program was initiated to undertake downtown focused economic development, revitalization, and beautification. After forming, they now wish to begin in earnest those efforts by obtaining grants. Of immediate attention is a Planning Grant from the Virginia Department of Housing and Community Development (DHCD). That process is already underway with a draft application which will be sent under separate cover and relies upon a Planning Grant Public Meeting held April 21. Ideally, the next grant after Planning would be Implementation.

The Administrator engaged with the DHCD lead and learned while the lack of a current Comprehensive Plan will not negatively impact the Planning grant application, it will negatively impact the Implementation grant application. In consultation with the Main Street leadership and mayor, and based on feedback from DHCD, we believe the Planning grant could and should move forward as a Comprehensive Plan update with a substantial component in that document given to downtown economic development, revitalization, and beautification.

While this is a draft application, council action is needed as soon as possible as the application process is one rolling; until the funds are expired. As a sidenote, a grant application webinar is scheduled for April 13.

Fiscal Impact: Up to \$20,000 and staff time as the Planning Grant is no match, but comprehensive plans are costly. Long term – many grant sources will make award determinations in part on the currency of a localities comprehensive plan and financial well-being as determined by regular audits.

Staff Recommendation: Support the effort of Urbanna Main Street in its pursuit of a DHCD Planning Grant.

Council Action Requested: Support the effort of Urbanna Main Street in its pursuit of a DHCD Planning Grant.

Sample Motions: I move that council support the efforts of Urbanna Main Street in its pursuit of a Virginia Department of Housing and Community Development Planning Grant for a town comprehensive plan with a significant portion given to downtown economic development, revitalization, and beautification.

Motion, Second, Discussion, Voice Vote (all in favor, any opposed)



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL MEETINGS**

Agenda Item: 12 – PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

After each speaker has been heard, Mayor asks for any council member response.

Council members may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Council members shall limit their response to only those comments immediately preceding their response.



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL REGULAR MEETINGS**

Agenda Item: 13 – COUNCIL ANNOUNCEMENTS & REQUESTS

Mayor calls on each council member by name to share any announcements or requests.

This time is generally used for individual council members to share information with other council members and the public and to make any announcements of interest to citizens. Council members may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.



**TOWN
COUNCIL**

Agenda Item Summary

MAY 14, 2026

Agenda Item: 14 – CLOSED MEETING

Motion: I move that the Town of Urbanna Town Council convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia to discuss the performance reviews of the Town Administrator and Town Attorney.

Motion, Second, Discussion, Roll Call (Aye, Nay, Abstain)

Reconvene/Certification of Closed Meeting

Motion: I move to reconvene in open session and certify that only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by Town Council; and only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by Town Council in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950.

Motion, Second, Roll Call [Each member must individually certify. If any council member votes against certification, he/she must so state at this time.]

Action on Closed Meeting (if necessary)

Action on matters discussed in Closed Session, if necessary.

Agenda Item: 15 – ADJOURN OR RECESS

Motion to adjourn. No second needed. Voice Vote (all in favor, any opposed)